Guide to Run Time Report TL002
(also known as the TimeCard Report)

Definition:
Guide to Run Time Report TL002
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Description:
Timekeepers have a security role to enter time worked and absences taken for employees. Depending upon other security roles the Timekeeper has been granted, different pages in PeopleSoft will appear. Timekeepers will use Time Report TL002, also known as the TimeCard Report, for validation on Employee time entry, reported time, payable time, absence events and absence accruals.

Timekeepers use the TL002/TimeCard Report by entering an Employee ID or by Workgroup.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Log into UTShare/PeopleSoft</td>
</tr>
<tr>
<td></td>
<td>Navigate to The UTZ_Time_Report by using the following navigation:</td>
</tr>
<tr>
<td></td>
<td>Main Menu &gt; UTZ_Customizations &gt; Time and Labor &gt; Reports &gt; UTZ_Time_Report</td>
</tr>
</tbody>
</table>

1. The first default page is shown below to search for an existing query report.
   A. Enter the Run Control ID name, for example you may use UTSA-and your initials
   B. Click the Search button
<table>
<thead>
<tr>
<th>Step</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>If the search results display &quot;No matching values were found&quot; (shown with the arrow below), either the report name is incorrect or the report doesn’t exist.</td>
</tr>
</tbody>
</table>
| 3.   | To create a new report:  
   C. Click the Add a New Value tab  
   D. Enter a report name in the Run Control ID field. A report name is similar to a document file name for example; UTSA-JCA (your initials)  
   E. Click the Add button |

Note: Once you created your report name with the associated TL002 parameters, this will be saved for future reference. To archive the report, see step #1 and the PeopleSoft system will automatically populate the “Run Control Parameters” with the last report name entered.
4. To tailor your report for the required pay periods enter the parameters in the Run Control Id field.
   
   F. Select Company from the search icon = SAN
   
   G. Enter Start Date: i.e. 5/1/2014
   
   H. Enter End Date: i.e. 5/25/2014
   
   I. Depending on which paygroup you need Employee data, select one of the following:
      i.e. Select Monthly
      - SemiMonthly – Will only pull employees paid SemiMonthly
      - Monthly – Will only pull all employees paid monthly

   "Note: It is best practices to pick the start and end dates by week instead of by the pay start and end dates.

   In the Employees To Process section, you have two options to run the TimeCard report; (1) Empl Record or (2) Group ID"
Guide to Run Time Report TL002

5. In this example, the report is by Group ID.
   J. Select the Group ID search icon.
   K. Select the appropriate Time Reporter Group i.e. SANBPC1

   ![Image of Time Card interface]

   Note: If you have more than one Group ID, select the + icon to insert additional rows.

6. L. Click the Run icon to process the report

   ![Image of Time Card interface with Run icon highlighted]
7. M. Click the OK button
8. **N.** Click the **Process Monitor** link to view the status of the report.

![Process Monitor](image)

Note: The Process Instance Number i.e. 39212 is an unique identifier for each report.

9. **O.** Continue to click the Refresh button until the Process Name **UTZTL002** displays the following:
   - Run Status displays **Success**, and
   - Distribution Status displays **Posted**

**P.** Click **Go back to UTZ Time Report** link
10. The next page you will see is the Time Card
   Q. Click the Report Manager link to view the results of the report

11. The next page display several tabs, ensure that you are on the List tab
   R. Click the UTZTL002 (UTZ TIMECARD REPORT) link to view the PDF report
12. Click the utzt002 PDF link to view the report in PDF format.

The end result will display the report below.

This Completes the Process
To view historical reports for the TL002PDF report, navigate to the Report Manager

*Main Menu > HCM Reporting Tools > Report Manager*

In the “View Report For” section, you will note the Created On is defaulted to Last and 1 Days. For this example, we would like to review a report from 5 days ago.
1.  
   A. Increase Last days to 5  
   B. Click Refresh button

2.  
   Several reports appear in a list.  
   C. Click the UTZTL002 link to view the report in a PDF format
Your end result is displayed below.

```plaintext
Report ID: UTTL002
TimeCard Report
For the period 05/01/2014 through 05/31/2014

Employee ID: 60012345
Name: Doe, John
Job Title: HR PROJECT ANALYST
Department: 100001 PS SUPPORT & SUSTAINMENT CTR

REPORTED PUNCH TIME DETAIL
<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Day</th>
<th>Type</th>
<th>Time Zone</th>
<th>Reported Status</th>
</tr>
</thead>
</table>

REPORTED ELAPSED TIME DETAIL
<table>
<thead>
<tr>
<th>Date Under</th>
<th>Time Rptg Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/2014</td>
<td>6.000000</td>
</tr>
<tr>
<td>05/02/2014</td>
<td>6.000000</td>
</tr>
<tr>
<td>05/03/2014</td>
<td>7.000000</td>
</tr>
<tr>
<td>05/04/2014</td>
<td>8.000000</td>
</tr>
<tr>
<td>05/05/2014</td>
<td>8.000000</td>
</tr>
<tr>
<td>05/06/2014</td>
<td>10.000000</td>
</tr>
<tr>
<td>05/07/2014</td>
<td>8.000000</td>
</tr>
<tr>
<td>05/08/2014</td>
<td>8.000000</td>
</tr>
<tr>
<td>05/09/2014</td>
<td>8.000000</td>
</tr>
<tr>
<td>05/10/2014</td>
<td>8.000000</td>
</tr>
<tr>
<td>05/11/2014</td>
<td>9.000000</td>
</tr>
<tr>
<td>05/12/2014</td>
<td>8.000000</td>
</tr>
<tr>
<td>05/13/2014</td>
<td>8.000000</td>
</tr>
<tr>
<td>05/14/2014</td>
<td>1.000000</td>
</tr>
</tbody>
</table>

Total for Amounts: 0.000000
Total for Units: 0.000000
Total for Hours: 16.500000
Total for Missing TECs: 95.000000
```

This Completes the Process